

# **Constitution & By-Laws**

(Approved May, 2006)

## **CONSTITUTION**

### **ARTICLE I -- NAME**

The society shall be known as the Chicago Dermatological Society, Inc.

### **ARTICLE II -- OBJECT**

The object of this Society shall be the study of dermatology in all its branches, the edification of its individual members in their chosen specialty, and the cultivation of a fraternal spirit among its members.

### **ARTICLE III -- MEMBERSHIP**

Section 1. The membership shall consist of the following categories: (1) Regular (2) Affiliate (3) Honorary (4) Retired (5) Emeritus (6) Non-Resident. *It is the responsibility of the member to notify the society of any change in membership status.*

Section 2. Regular Members shall be physicians who have completed residency training in dermatology in programs approved by the American Board of Dermatology, American Osteopathic Board of Dermatology or the Royal College of Physicians and Surgeons of Canada. Regular members may vote, hold elective office and shall pay the dues and assessments levied by the Society. Regular members must have a valid license to practice medicine in the State or States in which they practice. Revocation of a license to practice medicine in any State shall mean the regular member status is inactive until such times as their license is reinstated. Regular members must notify the Chicago Dermatological Society in writing within thirty days after the date of revocation of medical licensure.

Section 3. Affiliate members shall be individuals in good standing in the following categories:

1. Practicing dermatopathologists who are not eligible to be regular members.
2. Non-dermatologist physicians, Ph.D. degree holders and other scientists devoting a major portion of their time to dermatologic research and/or education in academic medical centers, teaching hospitals or industry.
3. Physicians who are certified in dermatology by a foreign board or its licensing equivalent or who satisfy educational and professional requirements approximately equivalent to the requirements for the American Board of Dermatology or for certification in dermatology by the Royal College of Physicians and Surgeons of Canada.

Affiliate members shall pay the same dues as Regular Members, but they cannot hold elective office in the Society or vote on Society matters.

Section 4. Honorary Members: Any distinguished dermatologist in this country or abroad may be elected to Honorary Membership. Honorary members shall be exempt from paying dues and cannot hold elective office in the Society or vote on Society matters.

Section 5. Retired Members are those members who are no longer able to practice dermatology or maintain gainful employment within the general field of medicine. There will be no dues or assessments for Retired members. Retired Members retain all the rights and privileges of membership except for holding elective office.

Section 6. Emeritus Members are those members who are at least 70 years of age and have 25 years of active participation in the Society. Emeritus Members pay no dues or assessments and retain all rights and privileges of membership.

Section 7. Non-resident Members are those members who are otherwise eligible for membership, but who live outside of Illinois, Indiana, Michigan, Iowa, and Wisconsin. Individuals in these areas may apply for membership under this category. Non-resident Members pay reduced dues, are eligible to hold elective office, and may not vote on Society matters.

## **ARTICLE IV -- ELECTION OF MEMBERS**

Section 1. A candidate for Regular, Affiliate, Honorary, Retired, or Emeritus Membership, shall be nominated by a Regular Member in writing to the Chairman of the Membership Committee. The nominated candidate will complete the standard application form and submit this to the administrative office. A copy of the application will then be given to each of the members of the Membership Committee. Once all three members of the Membership Committee have given their written opinion, the nomination must be posted in the announcement of the next Business Meeting of the Society. Any member of the Society objecting to the candidacy of an applicant must detail such objections in writing to the Chairman of the Membership Committee within two weeks after the nomination is so posted. If there are no recorded objections, the Chairman of the Membership Committee shall submit the nomination to the Plans and Policies Committee for final approval.

Section 2. Election of members in the categories of Section 1. Requires a 2/3 affirmative vote of each of the Membership and the Plans and Policies Committees. The elected candidate will be notified by mail of his election to membership in the Society.

Section 3. A member may request a change in membership category by written application to the Chairman of the Membership Committee. After consultation with the other members of the committee, the chairman of the Membership Committee shall present changes in membership category with appropriate recommendations to the Plans and Policies Committee. The Plans and Policies Committee shall make the final decision by 2/3 vote with regard to all changes in membership category.

## **ARTICLE V -- OFFICERS, THEIR ELECTIONS AND DUTIES**

Section 1. The officers of the Society shall consist of a President, a President-Elect, a Vice-President, a Secretary, and a Treasurer. The Executive Committee shall consist of the President, President-Elect, Vice-President, Secretary and immediate Past President in years when the Secretary is President-Elect.

Section 2. The election of officers shall occur annually at the last regularly scheduled Society meeting before the annual meeting.

Section 3. The President-Elect automatically becomes the President the following year. The Secretary serves for three years and in the third year of his term simultaneously serves as Secretary and President-Elect. The Treasurer serves for three years and in the third year of his term simultaneously serves as Treasurer and President-Elect.

Section 4. The duties of the President, President-Elect, Vice-President, Secretary and Treasurer shall be those that customarily fall to the incumbents of the respective offices.

## **ARTICLE VI -- MEETINGS**

Regular meetings of the Society shall be held once a month except during June, July, August and variably related to the timing of the American Academy of Dermatology annual meeting. Each regular meeting of the Society shall consist of a scientific session and a business session. A meeting or any two consecutive meetings during the calendar year may be canceled by a 2/3 vote at any regular or special meeting. Under unusual or emergency conditions any single meeting during a calendar year may be canceled by the President with the consent of the Secretary and Treasurer. Special meetings may be called by the Plans and Policies Committee at any time.

## **ARTICLE VII -- AMENDMENTS**

Section 1. This Constitution may be amended by a vote of three-fourths (3/4) of the Regular members voting. All proposed amendments must be submitted in writing and shall be read to the Society at the first regular meeting thereafter. At least one regular meeting shall intervene between such reading and ballot thereon. The vote shall be by letter or electronic ballot, which must be returned within two weeks.

Section 2. The provisions of this Constitution shall not be subject to change or suspension except as above provided.

# BY-LAWS

## ARTICLE I Plans and Policies Committee

The Plans and Policies Committee is the governing body of the Society. The Plans and Policies Committee is responsible for developing policies, the management and oversight of all Society activities.

## ARTICLE II Quorum

Forty of the members of the Society eligible to vote shall constitute a quorum. An affirmative vote in the transaction of business at any meeting is indicated by a vote of majority of the members eligible to vote and present at the business meeting.

## ARTICLE III

Section 1. The annual dues shall be determined by the Plans and Policies Committee and approved by the members. Dues are non-refundable.

Section 2. Special assessments may be levied by a majority vote at any Society meeting.

Section 3. To remain in good standing with the Society and to retain voting rights, members must pay annual dues and all special assessments.

## ARTICLE IV Disciplinary Action

Section 1. Because each member is expected to act as a representative of the Society in his or her contacts with patients, peers and the general public, each member may be subject to disciplinary action upon any of these conditions:

- a) His or her right to practice is suspended or terminated in any state, province or country for violation of a medical practice act or other statute or governmental regulation.
- b) He or she exhibits repeated medical incompetence.
- c) He or she is involved in improper financial dealings such as fee splitting.
- d) He or she has been adjudged by a state board of medical examiners or other governmental agency to having engaged in false, fraudulent, deceptive, misleading or harmful advertising.
- e) He or she exhibits grossly immoral or unprofessional conduct.
- f) He or she falsely represents that he or she is the only physician capable of performing certain dermatological procedures.
- g) He or she fails or refuses to cooperate with the society's investigation of disciplinary matter.

Section 2. No disciplinary action may be taken against any member of the Society until proper notice and a fair hearing as set forth in the Administrative Policies is provided.

## ARTICLE V Annual Meeting

The Annual Dinner or Luncheon of the Society shall occur in May. The outgoing President shall preside and give the annual address.

## **ARTICLE VI Committees**

Section 1. Membership Committee. The President shall appoint a Membership Committee consisting of three members. The appointment of a new member shall be made immediately following the annual meeting in May. Each new member shall succeed the outgoing member who normally will have served three consecutive years.

Section 2. Nominating Committee. This shall consist of the three immediate Past Presidents. In case of vacancies the President shall appoint members to the Nominating Committee. In general, the most recent past president will be the chair of this committee.

Section 3. Plans and Policies Committee. The Plans and Policies Committee shall consist of the President, who shall be chairman, the President-Elect, Vice-President, Immediate Past President, Secretary and Treasurer. The Chairmen of each of the Chicago Dermatology Residency Programs, the Membership Committee chairman, the Illinois Dermatology Society President and the Society's representative to the Advisory Board of the American Academy of Dermatology shall also be on the Committee. Every President shall appoint a member at large for a three-year term. The Plans and Policies Committee shall be charged with the task of: 1. Defining the policies of the Society. 2. Seeking the best methods of attaining the goals of the Society. 3. Planning the meetings of the Society. 4. Establishing annual dues. The President may appoint sub-committees of the Plans and Policies Committee as agreed upon by the rest of the committee should the need arise.

## **ARTICLE VII Lectureships**

The Society may establish one or more discretionary named lectureships as guided by the administrative policies.

## **ARTICLE VIII Administrative Policies**

The Plans and Policies Committee shall by majority vote establish a body of administrative policies to govern the organization and the operation of the Society and such other important administrative matters as the Plans and Policies Committee shall deem appropriate.

## **ARTICLE IX Amendments to the By-Laws**

These By-Laws may not be suspended or changed by voice vote. Amendments may be made as provided in ARTICLE VII of the Constitution.

## **ARTICLE X Non-discrimination Policy**

The Society shall in no way discriminate against any person(s) with respect to race, color, creed, ethnic origin, sex, sexual orientation, age, disability or affiliation. This policy shall apply to hiring, admission to membership and election/appointment to committees.

## **ARTICLE XI Dissolution**

Upon dissolution or final liquidation of the Society, any remaining assets shall, after payment or making provision for payment of all the lawful debts and liabilities of the Society, be distributed to the American Academy of Dermatology and/or such organization as determined by the Plans and Policies Committee.